



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: **Computer Operations Supervisor I**
Three Positions Available, Various Shifts

Will consider Lateral Transfers and Training and Development Assignments

POSITION LOCATION: **Health and Human Services Data Center (HHSDC)**
Information Systems Division
Computer Operations Branch, Computer Room
Sacramento, CA 95816

Free Parking

SALARY: **\$3,431 – \$4,123**

Duties/Responsibilities:

The three positions are available within the Day, Swing, and Grave Shift Units, for persons whom have list eligibility to the Computer Operations Supervisor I classification, lateral transfer eligibility, or SROA/Surplus candidates. 24-month Training and Development Assignments will also be considered.

Under the direction of the ISD Computer Operations Branch, Computer Room Unit Supervisor, the incumbent plans organizes and directs the work activities of the Computer Operations Sub-Units within the HHSDC. The incumbent supervises and has working knowledge of the tape pool, tape library, print pool, on/off line computer output microfilm (COM) processing, routing and distribution areas; supervises technical staff performing multiple console operations; provides technical solutions to meet customer inquiries regarding peripheral devices (i.e., automatic cartridge system (ACS), virtual tape, tape drives, print, etc.); Independently determine and resolve problems regarding the operation of various production operating systems (i.e., Multiple Virtual Storage (MVS), Unisys); provides necessary training and education for console operators; identify console messages and take appropriate action; provide technical knowledge regarding Computer Room activities for the Operational Recovery Plan.

Desirable Qualifications:

- Ability to prioritize, plan, organize, coordinate, monitor and follow up on workload
- Ability to solve complex problems, make decisions independently, and support decisions made.
- Ability to communicate effectively, both verbally and in writing.
- Ability to gather and analyze information to produce effective work processes and documentation to meet customer needs and/or project objectives.



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- Ability to independently access the impact of decisions and the consequence of error to the HHSDC and Customers.
- Ability to demonstrate leadership qualities to uphold commitment and responsibility to team members and the HHSDC.
- Ability to identify the various hardware components and how they interact with the other components and the MVS Systems.
- Ability to produce reports, log activities, and record events correctly with pertinent information.

Who May Apply:

- Persons with list eligibility to the CO Supervisor I classification. (If applicable, please indicate your list eligibility in box 12 on your application.)
- Current State employees who are at or have lateral transfer eligibility to the CO Supervisor I classification. Will also consider 24-month Training and Development Assignments. (Please indicate your eligibility in box 12 on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate in box 12 on your application that you are an SROA/Surplus candidate.)

Inquiries can be made to Jon "Russ" Ray (916) 739-7583.

HOW TO APPLY:

Submit a State of California application STD 678.

Please submit only one application and indicate the shift(s) you are interested in and reference RPA # ISD 05-165 in box 12 on your application.

APPLICATIONS RECEIVED WITHOUT RPA # ISD 05-165 WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION. FAXED AND EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Final Filing Date: **Until Filled**

Submit applications/resumes to:

**Health and Human Services Data Center
Human Resources Branch
Attention RPA # ISD 05-165
P.O. Box 168025
Sacramento, CA 95816**